



# ISIS HR Quick Tips

February 24, 2011

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## Upcoming Civil Service Data Integrity Training in Baton Rouge

*In order to assist agencies in complying with Civil Service Rules for LaGov HCM (ISIS HR) entries, we are planning Civil Service Data Integrity Training in Baton Rouge.*

**Please note that this training does not cover technical LaGov HCM (ISIS HR) entry; therefore, should not be considered an introductory course to LaGov HCM (ISIS HR). These classes are intended to provide agencies with the necessary resources to make accurate and complete entry for Civil Service employee and position information that must be stored in the system.**

All classes provided by the Data Integrity Unit are scheduled through the LaGov (ISIS HR) Learning Solution (LSO) module available through Louisiana Employees Online (LEO). See [ISIS HR Quick Tips 34](#) for information on how to schedule classes.

Employees who have attended training in the past may find it helpful to schedule training again to learn how the recent updates of Civil Service Rules and LaGov HCM (ISIS HR) action and basic pay reasons will impact data entry in the LaGov HCM (ISIS HR) system.

### **BATON ROUGE:**

Thursday, March 24, 2011

Civil Service ISIS HR Data Integrity In-Depth ([Course Description](#))

9:00 am – 11:30 am

Louisiana Technology Park  
Thursday, March 24, 2011  
Civil Service HR Entry HR Guidelines ([Course Description](#))  
Louisiana Technology Park  
1:00 pm – 3:30 pm

Employees that do not have access to LaGov HCM (ISIS HR) LEO and LSO can e-mail Sirwana L. Granger at [Sirwana.Granger@la.gov](mailto:Sirwana.Granger@la.gov) requesting registration for a class. The e-mail should include the employee's name, personnel number, e-mail address, date and time of the course and course name. Classes will be filled on a first come, first served basis.

Questions? Call the HRIS Program Consultant at (225) 342-8282